

## RTS-M STUDENT GUIDE

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**SECTION I**  
**GENERAL INFORMATION**

1-1. **GENERAL:** The primary mission of the Regional Training Site-Maintenance (RTS-M) is to provide regionalized Ordnance military occupational specialty (MOS), additional skill identifier (ASI), and Noncommissioned Officer Education System (NCOES) training for the Army National Guard (ARNG), United States Army Reserve (USAR) and the active component (AC).

1-2. **MISSION:** The RTS-M mission is to provide maintenance and leadership training appropriate to duty military occupational specialty (DMOS) and skill level.

1-3. **EDUCATIONAL OBJECTIVES:** The educational objectives of the RTS-M are to prepare soldiers to maintain and repair both current and new equipment items utilizing appropriate tools and procedures.

1-4. **PREREQUISITES:**

a. Attendance at all MOSQ courses requires minimum ASVAB scores as discussed in DA PAM 611-21. Verification may be made through certified copies of DA 2-1, DA 4836 (enlistment contract), CAL Form 350-11-R (CAARNG soldiers), ACES or STRAMS-E readouts. Soldiers who have taken the AFCT to raise their ASVAB scores are authorized to utilize memorandum signed by the civilian education or test control officer.

b. You must meet the standards of AR 600-9.

c. NCOES student must have passed the APFT within one year of course completion .

d. In order to attend any phase II NCOES course, you must have a phase I DA Form 1059 (AER). If your phase I is between 24 and 36 months old, ensure that you bring a copy of the waiver document signed by the first general officer in your chain of command. Students who attended phase I more than 36 months prior to their scheduled phase II will be send back to unit for rescheduling of phase I. A copy of a DD 214 or a DA 1059 for another MOS within the 63 CMF may constitute completion of phase I (i.e.; a soldier is MOSQ as a 63B and is attending 63D MOSQ course brings in copies of his 63B phase I DA 1059 or DD 214.)

e. Have a military operator's permit and civilian state driver's license.

f. Be in the DMOS for which training is requested.

g. Have no dental or medical treatment pending; be able to complete all military duties and tasks to include daily PT.

h. Have no personal problems or appointments preventing your successful completion.

i. Have no unfavorable personnel actions pending or in progress.

j. Students with temporary physical profiles will not be enrolled.

k. Students with a permanent physical profile will provide a copy at in-processing (DA Form 3349). This must be compatible with DA PAM 611-21

1-5. **ORGANIZATION:** The RTS-M consists of:

a. Headquarters

- (1) Command section
- (2) Admin section
- (3) Supply section

b. Instructors

- (1) Wheeled vehicle team
- (2) Tracked vehicle team

1-6. **NCO SUPPORT CHANNEL:**

- a. Class Leader
- b. Primary instructor
- c. Team Leader
- d. NCOIC

1-7. **LOCATION / ADDRESS:**

- a. The mailing address for the RTS-M is:

Commander  
Regional Training Site-Maintenance  
Bldg. 6428  
Camp Roberts, CA 93451-5050

- b. While training at the RTS-M, your address will be:

(Rank) (Name), Course, Class# \_\_\_\_\_  
Regional Training Site-Maintenance  
Bldg. 6428  
Camp Roberts, CA 93451-5000

1-8. **TELEPHONE NUMBERS:** The telephone numbers for the RTS-M are:

- a. DSN/Autovon: 949-8311/8459
- b. Commercial: (805) 238-8311/8459  
(Answered Monday-Friday 0800-1700 – non-holidays only)
- c. Facsimile: (805) 238-8366
- d. After duty hours SDO: (805) 441-0522/(805) 221-8009 (Pager)  
NCOIC: (805) 221-8008 (Pager)  
CDR: (805) 441-0521
- e. After duty medical non-emergencies – Post Fire Station: (805) 238-8220 or CAGNET 68220. Medical emergencies: (805) 238-8117 or CAGNET 68117.

## SECTION II

### PROCEDURES

**2-1. REPORTING / IN-PROCESSING:** Report to the RTS-M Headquarters located in building 6428 at Camp Roberts, CA. You **must** report between 1000 and 1630 on the report date. If you run into transportation delays, please contact the Headquarters Section at (805) 238-8311/8149 or DSN 949-8311 or the SDNCO (after duty hours). Also, note that the San Luis Obispo airport is approximately 45 minutes from Camp Roberts; therefore we may ask you to wait up to 2 hours for transportation.

- a. When you report to building 6428 you need to ensure the following:
  - (1) Have copies of the following documents:
    - a. Pre-execution checklist as per TR Reg 350-18
    - b. Copies of your orders
    - c. Certified copy of DA 2-1 (or other appropriate document used to verify ASVAB scores)
    - d. Ph I DA Form 1059 (if applicable)
    - e. DA 705 for NCOES courses
    - f. Students attending NCOES courses (BNCOC/ANCOC) who have between 25-36 months since their phase 1, must have a written waiver from TRADOC in accordance with TRADOC Reg 351-10, para 5-3b (first Brigadier General in chain of command). Under no circumstances may a soldier attend PH II NCOES if more than 36 months exist since PH I completion.
    - g. Copy of permanent profile if applicable.
  - (2) Have your airline reservation available to provide return flight information and please ensure that you're flying to and from the San Luis Obispo airport.
  - (3) You must be in compliance with AR 670-1 upon your arrival for class. Failure to meet these standards will result in you being denied enrollment.

b. Weigh-in. If you fail to meet the body fat standards IAW AR 600-9, you'll be denied enrollment and immediately returned to your home station.

c. You will receive an in-briefing, billeting, bunk assignment, and bedding from the SDNCO. You must provide your own lock.

d. After you receive an in-briefing, you will report to your assigned billets. Once you are settled in, the remainder of the day is yours. You may leave post if you wish or just relax. The dining facility will provide the evening meal prior to class start date.

**2-2. FAILURE TO REPORT:** If you are unable to attend the course, inform your unit immediately. Your Readiness NCO or Unit Administrator must cancel you through command channels utilizing ATRRS. Failure to properly cancel will result in a "Failure to Report" letter being forwarded to your headquarters.

**2-3 . APPEARANCE:**

a. You need a fresh haircut before reporting in. If your hair is not in compliance with AR 670-1, we will require you to get a haircut at your own expense by the end of the first class day. The nearest barbershop is in Paso Robles, a 15-20 minute drive.

b. It is your responsibility to ensure that military grooming standards are met. Uniforms will be clean and pressed; boots will be polished.

c. Your uniform must be in good condition and of an authorized design. All insignias, awards and patches must comply with AR 670-1. If we notice any deficiencies we will require you to bring the uniform up to military standards.

d. Be aware that the post-exchange (PX) is minimal in size and therefore carries a limited amount of items; bring everything with you.

**2-4. BILLETING:**

a. Billeting is provided for all students, as a general rule students will stay on post; however, we may grant exceptions on a case by case basis for MOSQ and transition courses. NCOES students are required to remain in the barracks.

b. You must maintain your area in a clean and orderly manner. Billets are inspected a minimum of twice per week.

**2-5. DINING FACILITY:**

a. All meals are served IAW the daily training schedule at the consolidated dining facility. Meal cost, if any, is dependent upon duty status.

b. Proper military uniform is required in the dining facility. Shirts and shoes are mandatory with civilian clothing. No cut-offs or tank tops are allowed. The Army physical fitness uniform (PFU) is authorized wear in the dining facility.

**2-6. DUTY HOURS:** Normal class hours are 0800-1700 Monday through Saturday. Because of the length of some point of instruction (POI) you may also attend class on Sunday. Occasionally, you may be required to train beyond these hours. You may also have some after hour study hall requirements. An instructor on an as needed basis supervises study hall. Cleaning of barracks, in-rank inspections and physical training (PT) are mandatory and will extend beyond the standard class hours.

**2-7. FINANCES:** Your parent unit is responsible for processing finance and travel documentation for pay, allowances, travel and per diem with the USPFO or F&AO in accordance with existing directives. It's a wise idea to bring extra pocket money as there's not an ATM located on Camp Roberts.

**2-8 FIREARMS:** Firearms, explosives, or other instruments that could be classified as dangerous weapons are not authorized on post.

**2-9. GRADUATION:** MOSQ, sustainment, and transition courses will have an informal graduation ceremony (time and date will be announced before the end of the course you are attending). You're encouraged to invite your family, friends, First Sergeant and/or Commander to the graduation ceremonies. An after action review (AAR) will be conducted prior to all graduations.

**2-10. LAUNDRY:** Coin operated washers and dryers are available in Bldg. 6026 (next to the Service Club). No cost washers and dryers are available in each barracks. Do not operate the barracks's washer and dryer after lights out (2200).

**2-11. MAIL:** You can deposit any outgoing mail at building 6428 in the main hallway. Incoming mail is received at

approximately 1400 each duty day. Your mail will be given to the class leader for distribution. There is no mail service Sat – Mon each week. An additional mailbox is also located outside the main gate.

**2-12. MEDICAL SERVICES:**

- a. During in-processing, you will fill out an emergency notification form. You should list all allergies, previous illness, injuries or any other physical problems. It is important for your instructors to be aware of any potential medical emergencies that could occur, especially during field operations.
- b. You may not use your attendance at the RTS-M as an opportunity to have pre-existing medical problems treated at government expense.
- c. Dialing 911 (off post) or 68117 (fire department) will handle emergencies on post.

**2-13. OUT-PROCESSING:**

- a. It is your responsibility to return all RTS-M property, i.e., tools, test equipment, manuals, etc., prior to graduation. You are subject to a statement of charges if items/equipment is not returned.
- b. You will not make departure arrangements prior to 1100 on the final day of training without prior approval from the NCOIC.

**2-14. PASSES:** You may sign out provided the following conditions are met:

- a. During normal duty hours (class time):
  - (1) Passes may be granted on a case-by-case basis with appropriate justification.
  - (2) Your primary instructor will request special pass and coordinate with the NCOIC.
- b. During Non Duty hours:
  - (1) After the completion of daily training you may leave post.
  - (2) You must remain within a 50 mile radius on training days and 150 miles on non-training days. You must return for all scheduled formations on time ready to train.

**2-15. POV's AND GOVERNMENT VEHICLES:**

- a. You may use your POV while on pass and for transportation in and around Camp Roberts. However, you must have a valid driver's license and automobile insurance. Park POV's in the designated parking area and keep your vehicle locked at all times.
- b. Secure government vehicles with appropriate locking devices and park in the military vehicle parking area. You are not authorized to park military vehicles downtown at any time.

**2-16. POST EXCHANGE:** A schedule showing the hours of operation is posted on the bulletin board. The PX is normally open 1100-1700 four to five days per week.

**2-17. RELIGIOUS SERVICES:** Off post services information is available on the RTS-M main bulletin board in Bldg. 6428. On post services will be announced as they are scheduled.

**2-18. SICK CALL:**

- a. Sick call is Mon-Fri from 0730-0800. See your primary instructor for required documentation. We do not have medical facilities on Camp Roberts. All injuries/illnesses are treated at Family Medical Group in Paso Robles. Units/states are billed accordingly. You must notify the staff duty NCO of any emergency care required during non-duty hours.
- b. You will return a copy of medical paperwork to the administration office in Bldg. 6428 before returning to class.
- c. Note: you can miss only 10% of POI instruction. For most two week courses this equates to 8-9 hours. Insure that you take care of any medical conditions prior to coming to school.

**2-19. TRANSPORTATION:**

a. The RTS-M will provide transportation to and from local airport/bus/train station. Soldiers using airline transportation must fly into the San Luis Obispo airport. **Also insure that you contact our admin section with your flight information so that we'll have someone available to pick you up.** The San Luis Obispo airport is 45 miles from Camp Roberts, so you may have to wait up to 2 hours for transportation.

b. Government transportation is normally available to meet official business requirements and emergency situations. Government vehicles are not authorized for private use.

**2-20. VISITORS:**

a. Members of your unit/command and civilians are welcome to visit the RTS-M. You should coordinate a visit through the NCOIC at (805) 238-8459/8311.

b. All visitors will report to RTS-M admin section in building 6428. We will notify the student concerned of their arrival.

**SECTION III**

**STUDENT CONDUCT**

**3-1. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES:**

a. Students will not bring, use, or maintain illegal substances on Camp Roberts.

b. The use of alcohol is discouraged, but can be used in moderation during non-duty hours as shown on the training schedule. Students will not drink and drive or operate any machinery or equipment after drinking.

c. Students are responsible for their actions. Anyone found violating these orders regarding illegal substances and alcohol are subject to immediate dismissal and/or criminal prosecution.

**3-2. APPEARANCE:** Students will adhere to AR 670-1. Failure to comply with AR 670-1 and applicable rules and standards of the RTS-M will result in dismissal from the course.

**3-3. ATTITUDES:** While at the RTS-M it is imperative that you maintain a positive attitude at all times.

**3-4. COUNSELING, COMPLAINTS AND GRIEVANCES:**

a. The NCOIC and RTS-M cadre are available for counseling and to hear complaints and/or grievances as needed. Every effort will be made to solve problems at the lowest level in the NCO Support Channel first.

b. If you have a personal problem use the NCO support Channel as detailed in paragraph 1-6, page 2. Again, every effort will be made to solve problems at the lowest level in the NCO Support Channel first.

c. Additionally, the NCOIC conducts a weekly Class Leader meeting to discuss concerns/issues of our students.

**3-5. DISCIPLINARY ACTION:**

a. All students are subject to the rules and regulations of the RTS-M; this Student Guide, the Unit SOP, and the Class Leader SOP.

b. All disciplinary action is handled on an individual basis with the RTS-M Commander as the final authority.

**3-6. HONOR CODE:** The concept of the honor code is that soldiers do not lie, cheat, or steal. They do not bring discredit upon themselves, their fellow soldiers or the organization they represent. After thorough investigation, the commander may dismiss a student for violation of any part of the following honor code:

a. You always tell the truth and keep your word without hesitation. Your word is your bond.

b. You do not quibble or employ evasive statements.

c. You are honest in all your efforts.

d. You respect the property and rights of others.

e. You will not cheat on tests.

**3-7. IN-RANKS INSPECTIONS:** NCOES courses are required to conduct a daily in-ranks inspection. These inspections are student led and an evaluated item. All other classes will conduct an in-ranks inspection a minimum of twice per week.

**3-8. LIGHTS OUT:** Lights out and quiet hours in the barracks are 2200 to 0500.

**3-9. MILITARY CONDUCT:** You will conduct yourself as a soldier at all times, on and off duty, on and off post. You represent yourself, your unit, the RTS-M and the U.S. Army. Please conduct yourself accordingly. Any displays unbecoming to a soldier are grounds for dismissal. The following items may also result in dismissal from the RTS-M.

- a. Any inappropriate public displays of affection between students on or off duty.
- b. Disrespectful or insubordinate conduct toward any staff member or fellow classmates.
- c. Fighting, disorderly conduct or behavior disruptive to training.
- d. Violations involving alcohol and/or illegal substances.
- e. Theft, damages or misuse of government, public or private property.
- f. Failure to report for class, which constitutes an AWOL.
- g. Failure to obey a lawful order.
- h. Failure to perform assigned and/or additional duties.

**3-10. OFF LIMITS:** Female billets are off limits to all male students at all times. Male billets are off limits to all female students at all times.

**3-11. STUDENT- STAFF RELATIONSHIPS:** We do not tolerate fraternization of any kind between students and staff.

**3-12. VALUABLES:** Safeguard your money, watches, rings, personal and military belongings at all times. Do not leave anything of value unsecured in your wall locker. Do not bring valuables to the RTS-M unless absolutely necessary.

## **SECTION IV**

### **EDUCATIONAL STANDARDS**

**4-1. EXAMINATIONS:** Both written and hands-on exercises and examinations are conducted throughout the course. Listed below are suggested techniques for taking written examinations. If you follow these simple steps you stand a better chance of passing on your first attempt. Keep in mind that these ideas don't work for all students.

- a. Don't cram prior to the exam. It causes an information overload. Keep abreast of all your academic studies.
- b. When given the examination booklet read all instructions carefully. Insure that you understand how your examination response sheet is to be marked.
- c. First answer all the questions you know. Work on the troublesome questions last. Don't read too much into the questions, answer the question being asked.
- d. Budget your time. Do not spend too much time on any one question.
- e. Double check your work. Should you finish early, check and recheck your work and responses until you are totally confident of your answers.
- f. Ask the test examiner for clarification of any point you do not understand. You must always do your own work. If you talk to other students you will be in violation of the honor code and will receive a failure for the examination.
- g. Before you turn in your answer sheet, check for completeness to ensure that you have answered all the questions.

**4-2. STANDARDS:**

- a. The determination as to whether you satisfactorily complete the course rests with the staff and the commander.
- b. Course standards will be explained at the beginning of each course. You must achieve these standards for successful completion of a course. If you receive a "NO-GO" we will retrain and retest you. We administer only one (1) retest per



exam. If you do not receive a "GO" on the retest, we dismiss you from the course and annotate both your DA 1059 and the ATRRS screen accordingly.

- c. It's your responsibility to stay abreast of the subject matter when authorized an absence from training.

**4-3. STUDY HALL:** As necessary study halls are conducted in the training rooms each evening from 1900-2100. Texts and materials are available from your instructors upon request. Your instructor may mandate study hall sessions.

**4-4. COUNSELING:** Your instructor will conduct an academic counseling to assist you in determining your progress. Request instructor assistance at any time, as needed.

**4-5. PHYSICAL FITNESS TRAINING PROGRAM:** The guidelines for student activities are as follows:

- a. PT is conducted Mondays, Wednesdays, and Fridays.
- b. PT is not conducted on your class report or graduation dates.
- c. PT is conducted in accordance with AR 350-41 and FM 21-20.
- d. PT is student led and in the case of NCOES an evaluated item. NCOES PT will consist of the following items at a minimum: 1) jogging in place 2) rotational exercises 3) stretching 4) calisthenics 5) a group or individual run or other team building event and 6) a cool down. Although MOSQ and transition courses don't have these minimal requirements, they are a good standard to utilize.
- e. It is the responsibility of each class leader, to have the class arrive at the designated PT training area on time and in the appropriate uniform which consists of the Army gray T-shirt, running shorts, white socks, and running shoes. Biking shorts (solid black or gray), the Army gray sweat suit, blue black cap, and gloves are optional. The Army gray T-shirt is worn tucked into the running shorts or sweat pants. The new Army APFT may also be worn, however, you can not mix and match.

## SECTION V

### ACADEMIC EXCELLENCE

**5-1. EXCEEDING COURSE STANDARDS:** Those who achieve a high standard in the course will be recognized for their achievement (limited to 20% of the class) on their academic evaluation report DA Form 1059.

## SECTION VI

### SAFETY AND SECURITY

**6-1. SAFETY:** Safety is everyone's responsibility. Do not hesitate to stop the training to make on-the-spot corrections for safety violations. The commander will back any person who attempts to correct a safety violation. Safety starts with you. During your stay at Camp Roberts, you will observe the following rules:

- a. The maximum speed limit on post is 25 MPH; 10 MPH when passing troops in formation or in the training area; and 5 MPH when in the motor pool.
- b. You will use seat belts whether you're in a military or a civilian vehicle.
- c. You will not bring to Camp Roberts any weapons or ammunition (live, blanks or pyrotechnics). If you do have any of these items you must turn them in to the RTS-M headquarters immediately. Failure to do so could result in your immediate dismissal from the course and criminal prosecution.
- d. Fire is always a danger. Be sure to read the fire evacuation plans posted in all buildings. There is no smoking allowed in any government building. There are designated smoking areas outside each building.
- e. Each class is mandated to complete a risk assessment.

**6-2. SECURITY:** Camp Roberts is a multi-service training facility and as such, security is a prime concern. It is imperative that building doors and security gates remain locked at all times. Challenge any unidentified personnel.

**6-3. GENERAL INFORMATION:**

a. Camp Roberts has an abundant variety of wildlife. Please do not disturb it while you are here. Some of these animals are on the endangered species list and others may carry infectious diseases.

b. Camp Roberts has a seasonal high desert climate. The months of July through September daytime temperatures will range from 90-108 degrees; evening temperatures from 50-65 degrees. October daytime temperatures will range from 65-80 degrees; evening temperatures 25-45 degrees. January through March daytime temperatures average 35-50 degrees; evening temperatures 10-30 degrees (usually cold, wet and windy). April through June daytime temperatures range 65-80 degrees; evening temperatures 30-50 degrees.

## **SECTION VII**

### **BARRACKS STANDARD OPERATING PROCEDURES**

#### **7-1. BUNKS AND BEDDING:**

- a. You may not move furniture from original set up.
- b. You're responsible for making your bed and maintaining your personal area each morning.
- c. Linen is exchanged weekly (on Fridays) and turned in on the day of departure.

#### **7-2. CLOTHING AND EQUIPMENT:**

- a. Hang all clothing in wall lockers out of sight.
- b. Place all luggage inside or on top of wall lockers.

#### **7.3 BARRACKS CLEANING:**

a. Barracks and grounds around the barracks are policed daily. All floors (including stairways and landings), bays and individual areas are swept, mopped and buffed daily. Garbage cans will be emptied daily. All cleaning tasks are accomplished prior to class start time.

b. Window ledges, blinds, lockers, desks, refrigerators, electrical conduit, furnace, cold air return vents, shelves, headboards, individual areas and any unused areas are to be cleaned and dusted daily.

c. Scour, sweep and mop latrine floors daily; prior to class start time.

d. The Class Leader (s) will assign all cleanup details based on a duty roster. If more than one class is in the barracks, class leaders will coordinate to ensure that "common areas" are properly maintained. Specific cleanup responsibilities are listed in the Class Leader SOP.

#### **7-4. MISCELLANEOUS GUIDELINES:**

- a. Close and secure all windows and doors when not in use.
- b. Submit comments and recommendations concerning this Student Guide through the NCO Support Channel.

## **APPENDIX A**

#### REQUIRED CLOTHING LIST

BAG, DUFFEL	1
COAT, COLD WEATHER, BDU w/ LINER OR GORTEX	1
BDUs (COMPLETE)	4
GLOVES, BLACK SHELL w/LINER	1
PT UNIFORM (COMPLETE)	1
MAINTENANCE COVERALLS	1
SAFETY BOOTS	1
WORK GLOVES	1

#### REQUIRED EQUIPMENT LIST

SAFETY GLASSES  
EAR PLUGS  
PADLOCK (1 EACH)  
PENS AND PENCILS  
HIGHLIGHTER (S)  
NOTEBOOK  
TOWELS  
CLOTHES HANGERS  
SHOE BRUSH, CLOTH AND POLISH  
SHOWER SHOES  
ALARM CLOCK  
CALCULATOR  
PERSONAL HYGIENCE ITEMS